

**Minutes of the Meeting of the Finance and General Purposes Committee
held remotely on Monday 11 May 2020**

Present: - Mr Mervyn Jones (Chair)
Ms Abigail Appleton (Principal)
Mrs Lynn Forrester-Walker (Co-opted Member)
Mr Clive Hodgeman
Mr Scott Rolfe

In attendance: - Mrs Linda Watkins (Clerk to the Governors)
Mr Tim Williams (Finance Director)

The meeting was held remotely as a result of the COVID-19 pandemic. The meeting was quorate as there were five Members present.

1. Apologies for Absence

Apologies were received from Professor Robin Baker and Mrs Peta Darnley.

2. Declaration of Interests

No interests were declared.

3.I Minutes of the Last Meeting

Governors agreed that the Chair should sign the minutes of the last meetings, including the confidential minutes, held on 25 November 2019 and 24 February 2020 as true and accurate records.

3.II Matters arising from the Minutes

- A. It was confirmed that the slip which had occurred in the café was work related but had been misreported.
- B. Legionella tests are a regulatory requirement which are undertaken monthly despite this not been listed in the annual report last year.
- C. Accidents requiring attendance to hospital are included in the health and safety report.
- D. A summary of feedback from the staff survey had been reported to the Board within the Principal's report.
- E. The IFMC had been submitted to ESFA; the Finance Director is in contact with ESFA regularly.

The Committee agreed: -

- To approve the minutes of the last meetings

4. Marketing and Recruitment Update

The paper was noted reporting a significant increase in FE applications. Interviews are being held remotely with a high percentage of acceptances to date. It is anticipated that FE enrolments will increase in 2020. HE applications have been affected by COVID-19 mirroring the national picture; however, acceptances are marginally better compared to the same time last year. The impact of COVID-19 could increase deferred acceptances although there is no evidence to confirm this.

The College has launched a digital marketing campaign for the Foundation Diploma in Art & Design which could provide an effective gap year and security for students before progressing to HE. The potential downturn of the adult employment market could also increase applications to courses in the future. The Principal is liaising with ESFA regarding predicted FE enrolments to highlight the possibility of an in-year grant in 2020/21 in addition to lagged funding.

A Governor asked if there had been an increase in applications for the Masters programme. Applications have not increased; however, the Masters marketing campaign has not been launched to date. A possible impact of COVID-19 could mean that this year's graduating cohort remains in education. A question followed about securing additional accommodation at CRC in the event that enrolments increase and also to meet social distancing requirements. The Principal is discussing options to use additional accommodation at CRC with Herefordshire Council. This was not expected to increase rental costs significantly.

It was anticipated that No 1 Station Approach accommodation would be delayed. SLT are in discussion with CityHeart regarding costs and alternative arrangements for student accommodation due to the delay to the project resulting from COVID-19.

The Committee agreed: -

- To note the marketing report

5. Finance Report

- I. Management accounts to 31 March 2020 were noted. COVID-19 is anticipated to affect several income and expenditure streams; these included short course income and accommodating students on their return to College by embedding social distancing. The cash flow to July 2020 remained strong.
- II. [A confidential minute was recorded]
- III. SLT are doing contingency planning for the COVID-19 extended lockdown and preparation for staff and students to return to College. This includes planning for social distancing in studios and workshops, staggered hours in workshops and continued delivery of some teaching online. Different options are being modelled. The Principal is part of a working group comprising of Herefordshire Council and some Headteachers. The Principal is also discussing options with UKADIA Principals. It is possible that some parents might choose to prevent their children from attending education buildings during the COVID-19 pandemic, even after the lockdown is lifted. The College is investigating various options including continuing to provide online teaching, working with other arts schools and managing enrolment of 1st year students in September.

The Committee agreed: -

- To note the management accounts to 31 March 2020
- Student recruitment and development of MA programmes remain key factors to financial sustainability
- To note the project2020 report, with further work to be undertaken

- for discussion by the Board on 4 June 2020 **ACTION: PRINCIPAL**
- To note arrangements for contingency planning COVID-19

6. Health and Safety Report

- I. The Facilities and Health and Safety Manager had prepared the report which was noted.
- II. RSM's internal audit health and safety report was provided for information. The Audit Committee would also discuss the report. Governors were reminded that this area had been restructured recently with some new processes being embedded. The audit had identified that a centralised list of risk assessments was not in place; this has been addressed. There was discussion if departments should be requested to complete COVID-19 risk assessments when the College reopens to staff and students, particularly as the Government had stated that the Health and Safety Executive would have a role to ensure work places are deemed to be safe. Governors agreed it is imperative that the College has robust measures in place requesting SLT to prepare a report outlining health and safety preparations for reopening the College after lockdown. **ACTION: PRINCIPAL**

The Committee agreed: -

- To note the Health and Safety Reports requesting a report on health and safety preparations for the College's reopening

7. Any other business

There were no items.

8. Date and time of next meeting

Monday 22 June 2020 commencing at 5.00 pm.

Signed as a true record

Chair Date